Performance & Development Solutions (PDS) Foundations of Government

(PLEASE PRINT) ____ SS #: _____ Name: First Department: _____ Work Location: _____ E-Mail: Work Phone: Completion of the PDS Foundations of Government Certificate requires completion of ten (10) eligible courses. Participants have two years from the enrollment confirmation date to complete the program. Courses taken six months prior to the enrollment confirmation date can be counted toward completion of the certificate. Record Of Completion Course Date Taken Select **ten** of the following eligible courses: Citizen's Aide/Ombudsman (RM 010) Legislative Process in Iowa State Government (GI 144) Contested Cases (RM 008) Open Meetings/Public Records (RM 011) Electronic Code Research (RM 005) Overview of State Government Finances (MC 311) Rule Writing Style (RM 003) Ethics for the Rule Maker (RM 009) Executive Orders Relating to Rulemaking (RM 006) Rulemaking Process (RM 004) Introduction to Administrative Law (RM 001) Statutory Construction and Legal Drafting (RM 002) Judicial Rule Review (RM 007) The following signatures indicate awareness of this application and support for completion of this certificate program within two (2) years. Department Director Signature Employee Signature Date Date Training Liaison Signature (State Employee Only) Supervisor Signature Date Please return the completed form to: State Employees: Your agency's Training Liaison Non-State Employees: PDS Training, DAS-HRE, Fax: (515) 242-6450, Phone: (515) 281-5456 For PDS Use Only: Confirmed: Courses Valid Since: Completion Date By: Certificate Sent: